



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF COMPLIANCE INVESTIGATOR II	37	B	11.351
CHIEF COMPLIANCE INVESTIGATOR I	35	B	11.353

#### SERIES CONCEPT

Under general supervision of the Program Administrator or Division Chief, is responsible for all investigative and administrative activities of assigned region or on a statewide basis. Establishes and directs investigative and enforcement activities based on department goals and objectives. Reviews and evaluates operational efficiency and compliance with program policy and procedure.

Provides direction to a staff of investigators in terms of work assignment and direction; reviews initial complaints, problems or requests and assigns to staff; activities are monitored on a daily basis and final reports are reviewed and checked for accuracy, clarity, format and to ensure policy and procedure is followed.

Coordinates and directs the compliance activities based on agency goals and objectives; through the development of appropriate staffing levels and assignments; works jointly with public officials, the criminal justice system, and the community in maintaining a comprehensive compliance program.

Oversees specialized investigations involving activities of businesses, their owners and/or employees, monitors fraudulent activity, major program violations, or misconduct of staff. Submits reports and recommendations to supervisor for review.

Assists the agency head in the preparation of the Program's biennial budget by ensuring all investigative and enforcement activities of the program area are adequately funded and properly justified through research and documentation. Monitors existing budget and approves all expenditures, requests for overtime, comp time and personal leave.

Works directly with the Program Administrator, agency heads, business representatives, the complainant and judicial system regarding complaint resolution, regaining compliance, pursuing criminal prosecution, imposing administrative sanctions, penalties or addressing before a hearings board or commission. Provides testimony before the governing body or in a court of law.

Oversees the training of staff based on projected or recommended needs in the area of investigations, inspection, community relations, program rules and regulations and related laws. Reviews and approves training programs to ensure compliance with program goals and objectives.

Prepares and approves work schedules which involves assigning days off, duty hours or compensatory leave; allocates manpower to shifts based on assessed needs, maintains reporting procedures and reviews status reports to determine achievement of objectives.

Supervises the use and repair of property and equipment by inspecting and ascertaining repairs or replacement, analyzes equipment requests, determines needs and makes requests to the agency head.

SERIES CONCEPT (cont.)

Performs research by identifying program needs, researching and developing policy procedures, develops written proposals for presentation to management. Submits requests for procedural changes in order to improve compliance and enforcement activities.

Responds to public or industry complaints or requests by answering questions and providing information; explaining procedures, rules and resources. Develops training programs and provides assistance to promote awareness, education and good relations.

Assists the Administrator or agency head in the planning and development of internal policy and procedure and the implementation or introduction of divisional goals and objectives.

DISTINGUISHING CHARACTERISTICS

Supervises a staff of investigators that perform compliance/regulatory duties for a specific program area (i.e., welfare, real estate, insurance, employment discrimination).

Enforcement powers are limited to a specific program or regulatory area and involved informal resolution and/or recommendations for administrative sanctions or penalties which are imposed by a higher authority (such as a commission or board). Criminal violations are referred to the Attorney General or local District Attorney for investigation and/or prosecution.

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**CLASS CONCEPTS**

CHIEF COMPLIANCE INVESTIGATOR II:

The Chief Compliance Investigator II is responsible for all investigative functions on a statewide basis, encompassing several regional offices, with multiple program responsibility; this requires the coordination of various compliance activities and involves direct supervision of Supervisory Compliance Investigators who in turn supervise Compliance Investigator I's and II's as well as program employees.

The Chief Compliance Investigator II is distinguished from the Chief Compliance Investigator I by having full decision making authority for planning, organizing and directing all investigative and enforcement functions of the agency on a statewide basis. This entails monitoring all operations and activities of field offices utilizing a system of work review, reporting and follow-up; development of a statewide set of policies and procedures, standards and instructions to ensure compliance actions are consistent with current state and/or federal laws, rules and regulations, and program guidelines.

The Chief Compliance Investigator II has decision making authority on enforcement actions and makes recommendations to the agency head or program administrator regarding administrative, civil, or criminal action involving program violations.

The Chief Compliance Investigator II is further distinguished from the Chief Compliance Investigator I by having multiple program responsibility. Each program area is specified under a separate section of Nevada Revised Statutes as well as applicable federal laws, rules and regulations. The multiple program responsibility adds to the complexity and knowledge required to effectively direct the investigative and enforcement activities of the agency and when making compliance or non-compliance determinations.

**CLASS CONCEPTS (cont.)**

Reports directly to the Program Administrator or Division Chief.

**CHIEF COMPLIANCE INVESTIGATOR I:**

In addition to performing the full range of duties described in the series concept, the Chief Compliance Investigator I is responsible for all investigative functions in a regional area encompassing several smaller district or rural offices involving the direct supervision of Compliance Investigator I's and II's.

Chief Compliance Investigator I's in smaller agencies report directly to the Program Administrator and supervise a small staff of Compliance Investigator I's and II's over a large jurisdictional area, or on a statewide basis.

Reports directly to a District Office Manager, Program Administrator or Division Chief.

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**MINIMUM QUALIFICATIONS**

**CHIEF COMPLIANCE INVESTIGATOR II:**

**EDUCATION AND EXPERIENCE:**

I

Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, social work business administration or closely related field and four years investigative and/or program related experience where standard investigative techniques were utilized to make program compliance determinations, enforcement of state and federal laws, preparation of detailed reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution. Determinations are based on evidence collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in law enforcement, investigative, regulatory, program related or comparable setting; OR

II

High school graduation or equivalent (GED) and six years of investigative or program related experience as outlined in option I; OR

III

One year as a Chief Compliance Investigator I in Nevada State service; OR

[IV]

Three years as a Supervisory Compliance Investigator in Nevada State Service; OR

[V]

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

**MINIMUM QUALIFICATIONS (cont.)**

**EDUCATION AND EXPERIENCE: (cont.)**

Condition of Employment:

Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in this class, in these positions, must first submit to a pre-employment screening test for controlled substances.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Detailed knowledge of program rules and regulations, agency policy and procedure and federal laws that pertain to the supervision of investigative activities. Knowledge of supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel. Knowledge of budgeting and fiscal management.

Ability to plan, direct and coordinate the work of others. Ability to discuss a variety of job related topics on short or no notice. Ability to maintain cooperative working relationships with law enforcement agencies, government officials, the judicial system, and the general public. Ability to motivate others to take appropriate action. Ability to communicate program goals, policy and procedures to subordinate staff, the judicial system and the general public. Ability to analyze information, problems, situations, practices or procedures to define problems or objectives. Ability to supervise personnel which includes delegating responsibility, the recruitment and training of staff, evaluating the effectiveness of subordinates, and administering necessary discipline.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of the purpose, activities and functions of the program area as applied to administering compliance activities. Thorough knowledge of rules of evidence, rights of citizens and court procedures. Knowledge of record keeping practices and procedures.

Ability to gain the respect of others. Ability to negotiate and formulate complaint resolution. Ability to explain methods and requirements for compliance with agency policy. Ability to assist in the development of division goals, objectives, operating policy and procedure.

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**CHIEF COMPLIANCE INVESTIGATOR I**

**EDUCATION AND EXPERIENCE:**

I

Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, social work business administration or closely related field and three years investigative and/or program related experience where standard investigative techniques were utilized to make program compliance determinations, enforcement of state and federal laws, preparation of detailed reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution. Determinations are based on evidence collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in law enforcement, investigative, regulatory, program related or comparable setting; OR

### MINIMUM QUALIFICATIONS (cont.)

#### EDUCATION AND EXPERIENCE: (cont.)

##### II

High school graduation or equivalent (GED) and five years of investigative or program related experience as outlined in option I; OR

##### III

Two years as a Supervisory Compliance Investigator in Nevada State service; OR

##### IV

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

#### Condition of Employment:

Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in this class, in these positions, must first submit to a pre-employment screening test for controlled substances.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Detailed knowledge of Nevada Revised Statutes, agency policy and procedure and federal laws that pertain to the supervision of investigative activities. Knowledge of supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel.

Ability to maintain cooperative working relationships with law enforcement agencies, government officials, the judicial system, and the general public. Ability to provide in-service training to subordinates on program rules and regulations, investigative and enforcement techniques and court room procedures. Ability to motivate others to take appropriate action. Ability to communicate program goals, policy and procedures to subordinate staff, law enforcement agencies, the judicial system and the general public. Ability to supervise a staff of investigators performing program compliance investigations.

#### ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of rules of evidence, rights of citizens, search and seizure and court procedures. Knowledge of record keeping practices and procedures.

Ability to gain the respect of others. Ability to negotiate and formulate complaint resolution. Ability to explain methods and requirements for compliance with agency policy. Ability to assist in the development of division goals, objectives, operating policy and procedure.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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